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ABSTRACT

This is the first risk management publication for school administrators that attempts to be comprehensive by addressing all potential areas of risk to school districts and offering specific guidelines on how to manage those areas. Chapter 1 gives directions on how to use the manual. Chapter 2 contains a complete overview of risk management, including risk identification and measurement. Legal causes of action are outlined in chapter 3, and how to evaluate insurance policies is described in chapter 4. Chapters 5 through 10 delineate school board elections, meetings, interagency relations, basic functions, business functions, and academic functions. Operational and support functions are outlined in chapters 11 and 12, which cover contracts/purchasing, land purchase, school design and construction, property maintenance, afterschool child care, and student transportation. Chapters 16 through 19 are reserved for future use. Chapters 20 through 25 outline staff personnel functions, introduction to staff personnel functions, preemployment practices, employment practices, collective bargaining, employee benefits, and discipline/termination. Chapters 26 through 28 are reserved for future use. Student personnel functions such as freedom of religion, speech and association, special education, and student discipline are described in chapters 29 through 37. Chapters 38-40 are reserved for future use. Plans for the manual call for increased coverage through periodic updates and subsequent additions, and information from readers is solicited. (EJS)

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